

# DOI Safety & Occupational Health Council Meeting

August 9-11, 2011

Denver Federal Center (Bldg 67)  
West 6th Avenue & Kipling Street  
Lakewood, CO 80225

## Agenda

8/9/11	Topic	Outcome(s)
8:30 a.m.	<b>Welcome and Overview</b> <ul style="list-style-type: none"> <li>• Introductions and administrative items</li> <li>• Review agenda and desired outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Common expectations of the meeting</li> </ul>
8:35 a.m.	<b>OSH Update &amp; Remarks: Barry Noll</b> <ul style="list-style-type: none"> <li>• Present OSH Updates</li> <li>• Annual Assurance Statement reminder – Due: September 30th</li> </ul>	<ul style="list-style-type: none"> <li>• Informational briefing</li> </ul>
8:45 a.m.	<b>National Safety Council Membership: Debra Ferris</b> <ul style="list-style-type: none"> <li>• Present DOI membership overview</li> </ul>	<ul style="list-style-type: none"> <li>• Informational briefing</li> </ul>
10:15 a.m.	<b>Break</b>	
10:30 a.m.	<b>SMIS Discussion: Armando Galindo &amp; SMIS Staff</b> <ul style="list-style-type: none"> <li>• Discuss SMIS upgrade/status</li> <li>• Discuss integration of inspection program into SMIS</li> </ul>	<ul style="list-style-type: none"> <li>• Common awareness of SMIS status</li> <li>• Agreement on the integration of an inspection program into SMIS</li> </ul>
11:15 a.m.	<b>Work Group Updates:</b> <ul style="list-style-type: none"> <li>• Wildland Fire (<b>Rod Bloms</b>)</li> <li>• Aviation (<b>Maurice Banks</b>)</li> <li>• Watercraft Safety (<b>Barry Noll</b>)</li> <li>• Industrial Hygiene (<b>Tim Radtke</b>)</li> <li>• Emergency Management (<b>Barry Noll</b>)</li> <li>• Off-Highway Vehicle (<b>Dave Schuller</b>)</li> </ul> <p><i>Note: Please come prepared with a paragraph or bullet points for the meeting record.</i></p>	<ul style="list-style-type: none"> <li>• Current work group status</li> <li>• Identify future work group needs</li> </ul>
12:00 p.m.	<b>Lunch</b>	
1:00 p.m.	<b>Bureau &amp; Office Reports:</b> <ul style="list-style-type: none"> <li>• Share status of program</li> <li>• Present new &amp; innovative program developments</li> </ul>	<ul style="list-style-type: none"> <li>• Share best practices</li> <li>• Learn from each other</li> </ul>
2:00 p.m.	<b>485 DM Chapter 30, Firearms: Barry Noll</b> <ul style="list-style-type: none"> <li>• Compare and discuss FWS revisions with previous draft</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare final draft</li> <li>• Vote to send on for surnaming</li> </ul>
3:15 p.m.	<b>Break</b>	
3:30 p.m.	<b>485 DM Chapter 30, Firearms: Barry Noll</b> <ul style="list-style-type: none"> <li>• Compare and discuss FWS revisions with previous draft</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare final draft</li> <li>• Vote to send on for surnaming</li> </ul>
4:15 p.m.	<b>Daily wrap-up: Facilitator</b>	<ul style="list-style-type: none"> <li>• Other topics</li> </ul>
4:30 p.m.	<b>Adjourn for the day</b>	

8/10/11	Topic	Outcome(s)
8:30 a.m.	<b>Agenda review</b>	<ul style="list-style-type: none"> <li>• Identification of any changes to the agenda</li> </ul>
8:35 a.m.	<b>485 DM Chapter 21, <i>Radiation Safety – Ionizing &amp; Non-Ionizing Radiation</i>: Tim Radtke and Dave Schuller</b> <ul style="list-style-type: none"> <li>• Review and edit (merge or create two chapters?)</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of final draft</li> <li>• Decision on whether to send to DASHOs</li> </ul>
9:35 a.m.	<b>Radon Discussion: Tim Radtke</b> <ul style="list-style-type: none"> <li>• Discuss proposed action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Agreement on action plan</li> </ul>
10:15 a.m.	<b>DASHO Council Update: Barry Noll and Dave Schuller</b> <ul style="list-style-type: none"> <li>• Discuss outcomes from last DASHO Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Common understanding of outcomes from previous DASHO meeting</li> </ul>
10:30 a.m.	<b>Break</b>	
10:15 a.m.	<b>SAI Discussion: Barry Noll &amp; Dave Schuller</b> <ul style="list-style-type: none"> <li>• Discuss and consider a single process to bring it all together under one departmental program (e.g., AMD vs. DOI)</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed upon direction for program</li> </ul>
11:15 a.m.	<b>FY 2011 &amp; 2012 Project Review: Barry Noll and Dave Schuller</b> <ul style="list-style-type: none"> <li>• Review status of FY 2011</li> <li>• Validate FY 2012 project priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Finalized FY 2012 project list</li> </ul>
12:00 p.m.	<b>Lunch</b>	
1:00 p.m.	<b>POWER Initiative follow-up: Dave Schuller</b>	<ul style="list-style-type: none"> <li>• Common awareness of status of POWER initiative</li> </ul>
1:45 p.m.	<b>NWCG Boot Standard Report Discussion: Council</b> <ul style="list-style-type: none"> <li>• Review and discuss risk assessment report</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback for NWCG Risk Management Committee</li> </ul>
2:45 p.m.	<b>Break</b>	
3:00 p.m.	<b>DOI Safety Week</b> <ul style="list-style-type: none"> <li>• Discuss path forward for future implementation of Safety Week</li> </ul>	<ul style="list-style-type: none"> <li>• Agreement on path forward and next steps</li> </ul>
3:45 p.m.	<b>Develop agenda items: Facilitator</b> <ul style="list-style-type: none"> <li>• Next DASHO meeting: October 20, 2011 (9:30 – 11:00 E.S.T.)</li> <li>• Next SHC meeting – November 15-16, 2011 (Arlington or Manassas – Council must decide on location)</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of future DASHO and SHC agenda items</li> <li>• Agreement on next SHC meeting location</li> </ul>
4:15 p.m.	<b>Daily wrap-up: Facilitator</b>	<ul style="list-style-type: none"> <li>• Other topics</li> </ul>
4:30 p.m.	<b>Adjourn for the day</b>	

8/11/11	Topic	Outcome(s)
8:30 a.m.	<b>Agenda review</b>	<ul style="list-style-type: none"> <li>Common expectation of the day's agenda</li> </ul>
8:45 a.m.	<b>How can the SHC take a more strategic view of safety?</b> <ul style="list-style-type: none"> <li>Discuss how to move beyond a solely programmatic view of safety to leading an organization toward a culture of safety. <ul style="list-style-type: none"> <li>How might the bureaus be different if they operated from a safety culture?</li> <li>What would the bureaus need from the Department in order to make and sustain this shift in thinking and operating?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A general vision of what a safety culture would look like in each of the bureaus</li> <li>Agreement on what bureaus need from the Department (leadership, resources, etc.)</li> </ul>
10:30 a.m.	<b>Break</b>	
10:45 a.m.	<b>How is the NPS becoming more strategic in its approach to safety?</b> <ul style="list-style-type: none"> <li>Mike May and Sue Thomas will present the strategies being employed currently in the NPS to engender a safety culture across the whole organization and the outcomes to date of their efforts.</li> </ul>	<ul style="list-style-type: none"> <li>Common understanding of how the NPS is approaching the development of a safety culture</li> </ul>
12:00 p.m.	<b>Lunch</b>	
1:00 p.m.	<b>Shifting the Role of the SHC and DASHO Councils</b> <ul style="list-style-type: none"> <li>Discuss the role each of these councils could play in helping individuals bureaus develop a safety culture.</li> <li>Discuss the role each of these councils could play in advocating with the Department for the leadership, support and resources necessary to do this.</li> </ul>	<ul style="list-style-type: none"> <li>Draft revised role statements for the SHC and DASHO councils to present to the DASHOs at the next meeting</li> </ul>
3:00 p.m.	<b>Break</b>	
3:15 p.m.	<b>Shifting the Role of the SHC and DASHO Councils (continued)</b> <ul style="list-style-type: none"> <li>Discuss the role each of these councils could play in helping individuals bureaus develop a safety culture.</li> <li>Discuss the role each of these councils could play in advocating with the Department for the leadership, support and resources necessary to do this.</li> </ul>	<ul style="list-style-type: none"> <li>Draft revised role statements for the SHC and DASHO councils to present to the DASHOs at the next meeting</li> </ul>
4:00 p.m.	<b>Meeting Evaluation: Facilitator</b> <ul style="list-style-type: none"> <li>Wrap-up and next steps</li> </ul>	<ul style="list-style-type: none"> <li>Identify improvements for next meeting</li> </ul>
4:30 p.m.	<b>Adjourn the meeting</b>	